

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 29 October 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 44, Week of 22 - 28 October 1957

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1. Numbers in Clerical Induction Training. During the week of 22 October there were people in Clerical Induction Training. Of these were entering for the first time.

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2. Numbers in Clerical Orientation Training. There were people in Clerical Orientation for the week of 22 October.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 22 October were as follows:

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	<u>Tested</u>	<u>Qualified</u>
Shorthand	<input type="text"/>	<input type="text"/>
Typewriting		

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 22 October were as follows:

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	<u>Tested</u>	<u>Qualified</u>
Shorthand	<input type="text"/>	<input type="text"/>
Typewriting		

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5. Returning Trainees to Clerical Induction Training. The Office of Personnel has been requested to "take back" a number of clerical employees who were assigned to Offices during this last summer. It has not yet been determined but it is anticipated that Personnel will request clerical training to provide additional training for these employees in order to make it possible for them to be reassigned. The kind and scope of training will be ascertained after a series of interviews have been conducted with these employees.

6. Visit to The Chief of Clerical Training visited on 24 October. was interested in surveying the needs for clerical training in shorthand at that post. She discussed tentative plans for a program of self-study in shorthand with the Personnel Officer. Such a program would be followed up by a series of regular visits by a member of the Clerical Training staff for the purpose of assisting the employees who were studying this subject matter and measuring their achievements.

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7. Draperies Installed. As a further attempt to improve the acoustics in the large Clerical Orientation lecture room at 1016 16th Street (Room 501), draperies have been installed on three walls of the room. Coupled with the permanent public address system installed last week, we hope the strain on the lecturers now will be noticeably lessened.

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